



**EMPRS SELECTION BOARD  
QUICK REFERENCE NOTEBOOK**

# **EMPRS SELECTION BOARD QUICK REFERENCE NOTEBOOK**

Revision 1

**Note: names and SSN's contained in this brief are fictitious.**

Prepared by:

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## Record of Changes

Change Number	Date of Change	Date of Entry	Entered By
Revision 1	March 24, 2000		

## Introduction

Welcome to Navy Personnel Command and the Selection Board Support Division. This quick reference guide has been created to help you get started with the record review process as quickly as possible. We used input from previous Board Members and Assistant Recorders to develop this guide and have tried to provide information that will answer the "commonly asked" questions. If the guide doesn't provide the help you need to complete a function, let one of the Assistant Recorders or Selection Board System Operators know. We will help you in any way that we can. We are always looking for ways to improve this system, so please be sure to let us know if you have some ideas!

Sincerely,

Ann C. Stewart  
Division Director  
Selection Board Support Division

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## General Comments to the Board

- ❑ At any time in EMPRS, double clicking and repeated clicking will only slow the system down and may cause an error to appear on your computer. Remember, click only once and **please be patient**.
- ❑ **Please Do Not** install any software on the EMPRS terminals. Unauthorized software can interfere with the EMPRS program and cause time-consuming faults to occur.
- ❑ Documents scanned into the record will show up as Correspondence.
- ❑ Contact your Selection Board System Operator if you receive any error messages.
- ❑ Do not change the passwords.

## The Record Review Process

The Record Review Process involves a series of steps from logging on to the system to completing the review of all the records. These steps are normally performed in the order shown below.

Step 1. Log on to the System	Page 2
Step 2. Start the Record Review Function	Page 3
Step 3. Select a record and start the review.	Page 5
Step 4. Choose the best view for the task.	Page 6
Step 5. Review the documents.	Page 11
Step 6. Make annotations on the Cover Page and the OSR/PSR's.	Page 12
Step 7. Enter a Grade	Page 14
Step 8. Complete your review.	Page 15
Repeat steps 3 through 8 until all records have been reviewed.	

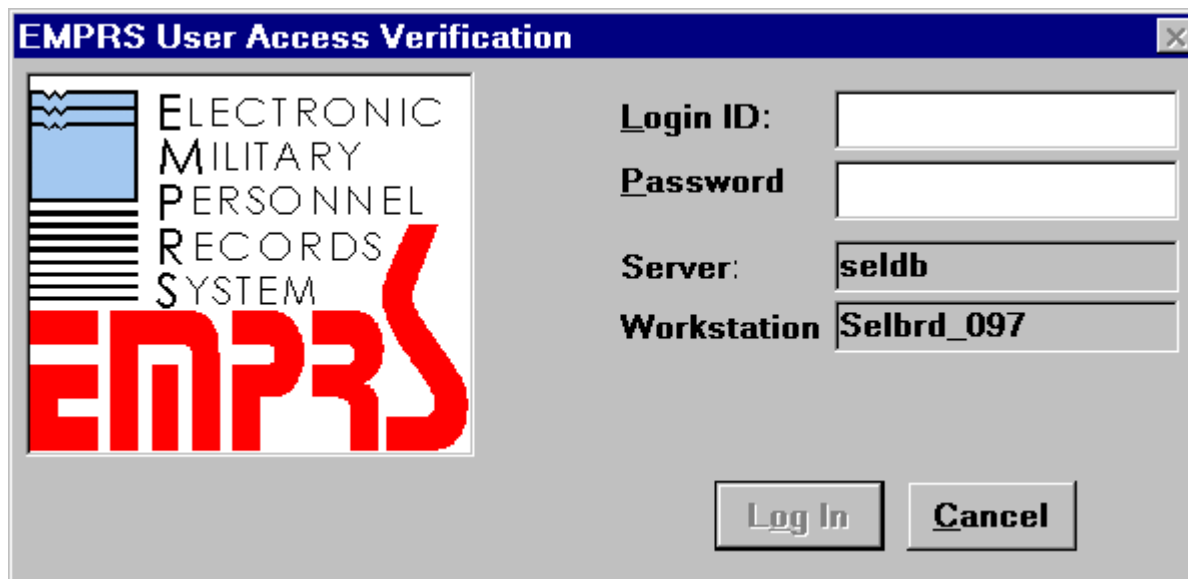
## Logging On


- ❑ Double click EMPRS icon.



**\* THIS IS THE ONLY DOUBLE CLICK YOU WILL USE WHILE OPERATING THE EMPRS PROGRAM. ANY OTHER DOUBLE CLICKING WILL SLOW THE SYSTEM AND MAY CAUSE ERRORS TO APPEAR ON YOUR COMPUTER.**

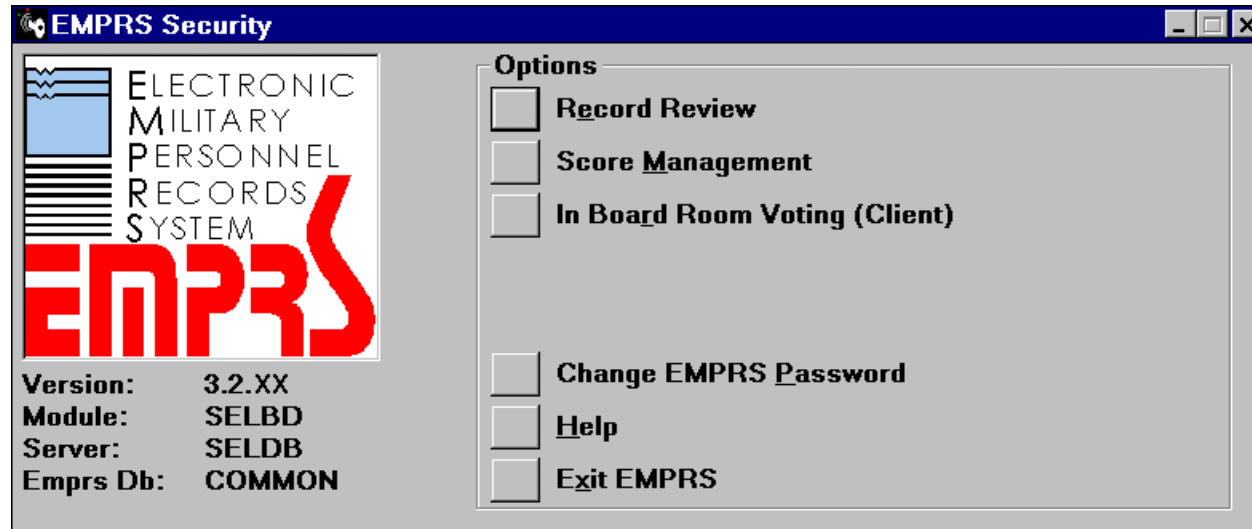
- ❑ When prompted, enter your Login ID and Password in lower case.

A screenshot of a Windows-style dialog box titled "EMPRS User Access Verification". The dialog has a blue title bar with a close button (X) in the top right corner. On the left side, there is a logo consisting of a blue square with white horizontal lines, followed by the text "ELECTRONIC MILITARY PERSONNEL RECORDS SYSTEM" in black, and a large red "EMPRS" logo below it. On the right side, there are four input fields: "Login ID:" (empty), "Password" (empty), "Server:" (containing "seldb"), and "Workstation" (containing "Selbrd\_097"). At the bottom right, there are two buttons: "Log In" and "Cancel".

	<b>Login ID:</b> <input type="text"/>
	<b>Password</b> <input type="password"/>
	<b>Server:</b> <input type="text" value="seldb"/>
	<b>Workstation</b> <input type="text" value="Selbrd_097"/>
<input type="button" value="Log In"/> <input type="button" value="Cancel"/>	

## Starting Record Review

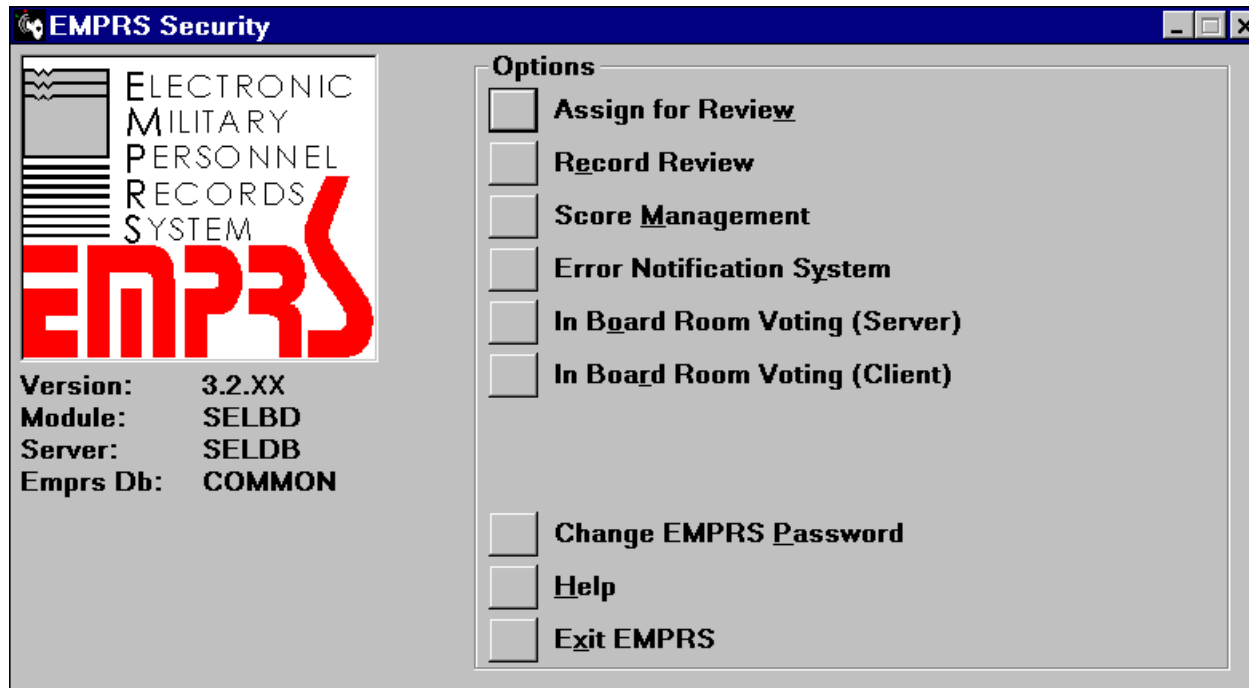
### Member Welcome Screen



Typically, the Member only uses the “Record Review” and “Exit EMPRS” buttons. Single click on the “Record Review” button to start the Record Review function. A list of assigned records will appear.



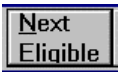

## Assistant Recorder Welcome Screen

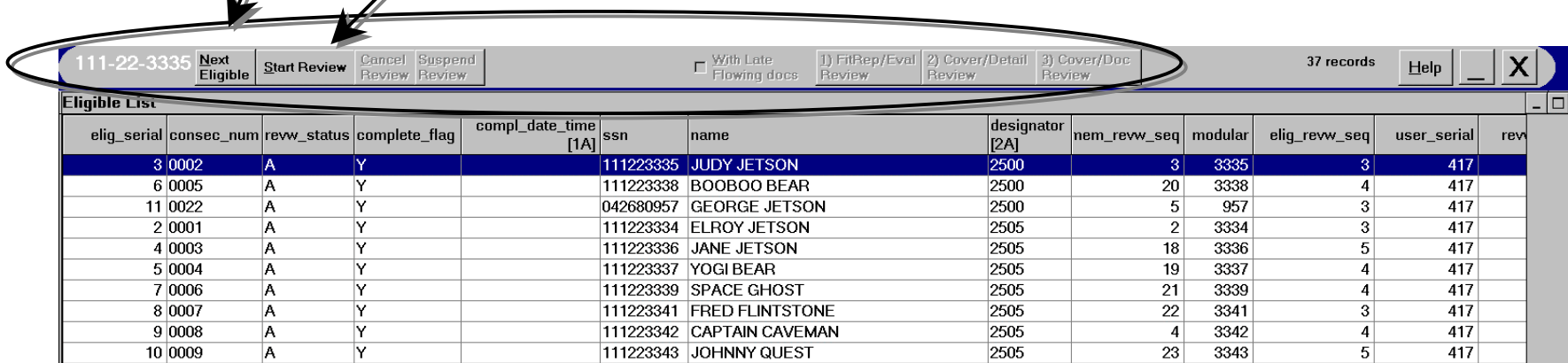


Assistant Recorders also primarily use the “Record Review”, “Assign for Review”, and “Exit EMPRS” buttons. Single click on “Record Review” to start the Record Review function. A list of assigned records will appear.

- Single click on the Record to be reviewed. The selected Record will be highlighted in blue.

For an explanation on selected columns see Appendix A

- Click on  To review the next Available Eligible.
- Or  to review the selected Eligible.

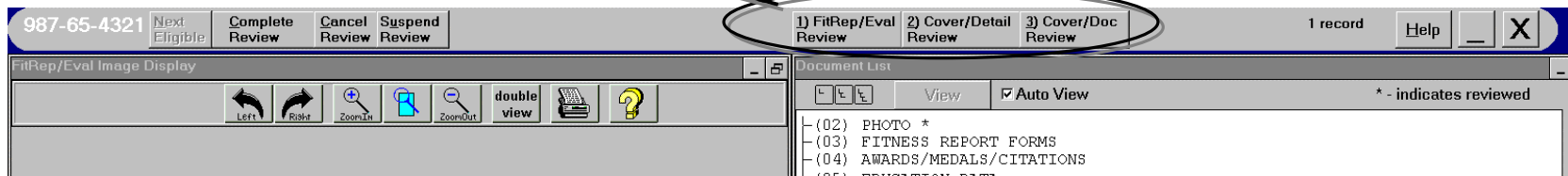


elig_serial	consec_num	revw_status	complete_flag	compl_date_time [1A]	ssn	name	designator [2A]	nem_revw_seq	modular	elig_revw_seq	user_serial	revw
3	0002	A	Y		111223335	JUDY JETSON	2500	3	3335	3	417	
6	0005	A	Y		111223338	BOOBOO BEAR	2500	20	3338	4	417	
11	0022	A	Y		042680957	GEORGE JETSON	2500	5	957	3	417	
2	0001	A	Y		111223334	ELROY JETSON	2505	2	3334	3	417	
4	0003	A	Y		111223336	JANE JETSON	2505	18	3336	5	417	
5	0004	A	Y		111223337	YOGI BEAR	2505	19	3337	4	417	
7	0006	A	Y		111223339	SPACE GHOST	2505	21	3339	4	417	
8	0007	A	Y		111223341	FRED FLINTSTONE	2505	22	3341	3	417	
9	0008	A	Y		111223342	CAPTAIN CAVE MAN	2505	4	3342	4	417	
10	0009	A	Y		111223343	JOHNNY QUEST	2505	23	3343	5	417	

## Viewing Records

Available views include:

VIEW 1	VIEW 2	VIEW 3
<b>FitRep/Eval Review</b>	<b>Cover Page/Detail Review</b>	<b>Cover Page and Document List</b>
Displays the Document List and Image with a small portion of the Cover Page and OSR/PSR	Displays a large view of only the Cover Page, OSR(s), and PSR(s).	Displays the Document List, Cover Page, and Image display in smaller fonts.
1) FitRep/Eval Review	2) Cover/Detail Review	3) Cover page and Document List



These views are illustrated on the following pages.

## View 1: FitRep/Eval Review

**Image Display**  
Displays the image selected from the Document List.

**Document List**  
Displays the list of images that can be viewed.

**Cover Page/OSR/PSR**  
Displays the Cover Page and the Summary of the Eligible's Fitness Reports.

**Cover Detail pages**

select	abc	four	line	undo	redo	enter	grade	symbol	gallery	delete	undo	delete	prev	F/E	next	F/E	COV	1	2	3	4	5	6	7	8	9	?
1	NAVS	WOSC	STU	0695	02	TEACHER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	RG

Records will automatically open in View 1. Based on input from previous users, View 1 is the preferred display for review and annotation. For easier use, modify View 1 as shown on the following page.

[illegible]

## View 2: Cover and Detail Pages

987-65-4321		Next Eligible	Complete Review	Cancel Review	Suspend Review	1) FitRep/Eval Review		2) Cover/Detail Review		3) Cover/Doc Review		1 record		Help	X				
Cover Detail pages																			
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>             select abc Tour Line           </div> <div>             Enter grade symbol gallery delete undo delete           </div> <div>             prev F/E next F/E COV 1 2 3 4 5 6 7 8 9 ?           </div> </div>																			
<div style="display: flex; justify-content: space-between;"> <div>             NAME (LAST, FIRST, MIDDLE) DOE JOHN QUINCY           </div> <div>             DESIG/RATE 2500           </div> <div>             SSN 987-65-4321           </div> <div>             DATE OF REPORT: 09/29/99 PAGE 1 OF 1           </div> </div>																			
PG	STATION	DUTY	DATES	#M OS	REPORTING NAME	SENIOR PG TITLE	1	2	3	4	5	AVERAGES		PROMOTION		REC	EP	RPT TYPE	
												RPT	CUM	SP	PR	P	MP		
01	NEVERSAIL	ASST LEG OFF	110195 053196	7	COLLIDE O S	06 CO	0	0	1	5	1	4.00	10	0	0	X	1	1	RG
02	NEVERSAIL	ASST LEG OFF	060196 022897	9	COLLIDE O S	06 CO	0	0	0	5	2	4.29	55	0	0	0	X	1	RG
02	NEVERSAIL	ASST LEG OFF	030197 022898	12	MARINER S D	06 CO	0	0	0	5	2	4.29	1	0	0	0	0	X	1
02	NEVERSAIL	LEGAL OFF	030198 022899	12	SINKEM W E	05 CO	0	0	0	5	2	4.29	0	0	0	X	1	0	RG
03	NEVERSAIL	LEGAL OFF	030199 013100	11	FLYEM E Y	05 CO	0	0	1	5	1	4.00	10	0	0	0	X	1	RG

## View 3: Cover Page and Document List

897-65-4321
Next Eligible
Complete Review
Cancel Review
Suspend Review

1) FitRep/Eval Review
2) Cover/Detail Review
3) Cover/Doc Review

1 record
Help
X

Document Image Display

Image Display

Displays the image selected from the Document List.

Cover Detail pages

NAME: DOR JOHN QUINCY				YC 94				OFFICER SUMMARY RECORD			
SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF. SERV. DATE	FOR BOARD USE					
987-65-4321	2500	680109	31								
FROM HISTORY: DATE OF RANK		CAPT.	CDR	LCDR	LT	LTJG	ENS				
					990501	970523	950523				
PRESENT DUTY STATION				PRESENT DUTY							
NEVERSAIL				LEGAL OFFICER							
COLLEGE		EDUCATION		MAJOR		LANG PROF					
USNA		95 BACH/1 PR		MATH							
ACTIVE DUTY		PREVIOUS MIL		YEAR		HIGHEST					
BASE DATE		SERVICE:				RATE/GRD					
910619											
				PERSONAL DECORATIONS							
				NAV ACHV 01							
				SPECIAL QUALIFICATIONS							
1. SURF WAR				7.							
2. OOD FLEET				8.							
				9.							
				10.							
				11.							
				12.							

NAME: DOR JOHN QUINCY		DESIGN: 2500		987-65-4321		PAGE 1 OF 1	
GRADE	STATION	DUTY	RPT DATE	PERF	COMPARISON	DESIRABILITY	PROMOT
1	NAVSOSC	STU	0695	02	THACHER	1	6
1	NEVERSAIL	LEGAL	1095	06	PILOT	1	6

Document List

View
Auto View

\* - indicates reviewed








- (02) PHOTO \*
- (03) FITNESS REPORT FORMS
- (04) AWARDS/MEDALS/CITATIONS
- (05) EDUCATION DATA
- (07) APPOINTMENTS/PROMOTIONS
- (09) SERVICE DETERMINATION/SEP/RET
- (17) PRIVILEGED INFO/POW/MEDICAL

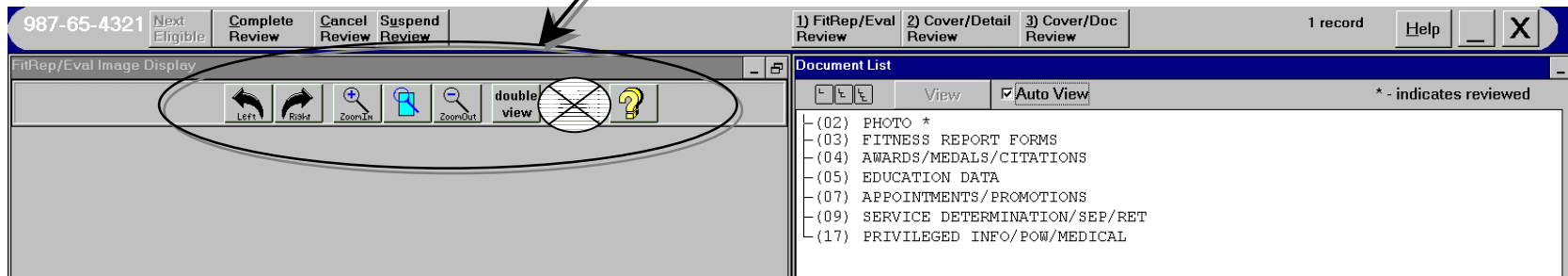
Document List

Displays the list of images that can be viewed.

## Image Manipulation

Once the record is displayed, individual documents can be viewed by single clicking on the desired document in the Document List. The Auto View function must be activated by clicking in the small box next to "Auto View" above the Document List. Once the desired record image is displayed the enhancements shown below are available to you. You may wish to experiment with each feature to ensure you understand how to use them.

							<b>Magnify</b>
Rotate Left	Rotate Right	Zoom In	Fit	Zoom Out	Double View		<b><i>Not a button</i></b>
Rotate 90° CCW	Rotate 90° CW	Zoom In 10%	Restores the Image to its original size	Zoom Out 10%	Shows both sides of the FitRep	Under Construction	Left click and hold, drag the mouse to open a box and release





## Making Annotations













- ❑ Only Cover/OSR/PSR Pages can be annotated. Select Cover/Detail Page and experiment with the record annotation functions in the Annotation Toolbar. Each of the functions is described in the next section.
- ❑ Navigate through the Cover/OSR/PSR Pages by selecting COV, 1, 2, etc. or by using the scroll bar on the right edge of the window.

### Annotation Toolbar (described in the next section)

The screenshot shows a software window titled "Cover Data: pages". The top toolbar includes buttons for "Next Eligible", "Complete Review", "Cancel Review", "Suspend Review", "1) Fit/Eval Review", "2) Cover/Detail Review", "3) Cover/Doc Review", "1 record", "Help", and window controls. Below this is a secondary toolbar with various annotation tools like "select", "abc", "line", "shape", "text", "undo", "redo", "prev F/E", "next F/E", "COV", "1", "2", "4", "5", "6", "7", "8", "9", and a help icon. The main area displays an "OFFICER SUMMARY RECORD" for "DOE JOHN QUINCY".

SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF. SERV. DATE	FOR BOARD USE	
987-65-4321		2500	680109	31			
PROM HISTORY: DATE OF RANK	CAPT.	CDR	LCDR	LT 990501	LTJG 970523	ENS 950523	WARRANT

## Annotation Toolbar Buttons

Button	Name	To Use
	Select	Allows Members to de-select any of the below listed options, or allows Members to select any previous annotations to be deleted. To use, click the button and then click on the annotation to be selected.
	Abc	Allows Members to type comments on OSR/PSR. To use, click on the button, move the mouse to the location you wish to begin typing, and click again. The system will truncate your text to prevent you from typing beyond the margins of the page.
	Line	Allows Members to draw a straight line. To use, click the button and move the mouse to the location you want the line to begin. Press and hold the left mouse button, then drag the mouse to where the line will end.
	Tour Line	Allows Members to draw a <b>bold</b> , horizontal line between tours. To use, click the button, then click in the location you want a line to be drawn across the screen.
	Box	Allows Members to draw a box. To use, click the button, move to the location of the upper left/right hand corner of the box, left click and hold, then drag the outline of box into position and release.
	Shade Box	Not recommended for use.
	Circles	Allows Members to draw an oval or circle. To use, click the button, move to the upper left/right hand side of the circle, left click and hold, then drag outline of circle into position and release.
	Free Draw	Allows Members to create unique remarks, comments, pictures, etc. To use, click the button. Click and hold to draw.
	Arrows	Allows Members to draw an arrow. To use, click the button. Left click and hold where you want the arrow to begin, drag in direction arrow will point, and release where arrow head will be.
	Symbols	Allows Members to choose pre-drawn symbols to emphasize portions of the record. Also contains several text symbols. To use, click the button. Click and hold on the symbol you wish to use. Drag the symbol onto the display area and release the button.
	Delete	Allows Members to delete unwanted annotations. To use, click on select, click on the object to be deleted (ensure object is “captured” by black boxes), and click on delete.
	Undelete	Allows Members to recover a limited number of deleted annotations. Click on the button to recover the most recently deleted annotation.

## Entering a Grade

Enter a grade by clicking on



and entering up to 3 characters in the screen that appears. Grading criteria will be determined by the Board President.

The grade and the Member number will appear in the right margin of the OSR/PSR Cover Page. The system will not permit a Member to Complete a review without entering a grade.

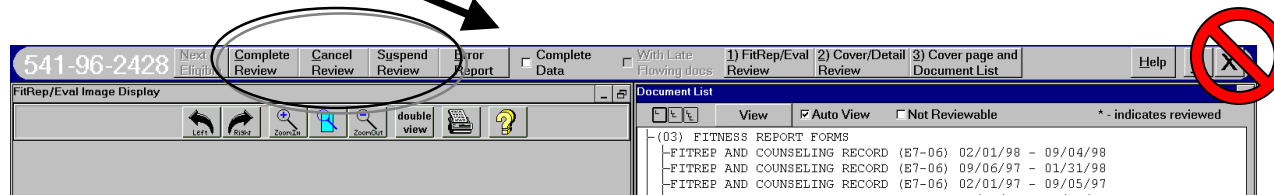
NAME DOE JOHN QUINCY					OFFICER SUMMARY RECORD YG 94			0002	
SSN		FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF. SERV. DATE	DATE PROC: 080999 SEQ. NUM: 0002		
987-65-4321			2500	680109	31				
PROM HISTORY: DATE OF RANK		CAPT.	CDR	LCDR	LT 990501	LTJG 970523	ENS 950523	WARRANT	
PRESENT DUTY STATION NEVERSAIL					PRESENT BILLET LEGAL OFFICER				
EDUCATION					SERVICE SCHOOLS ATTENDED				
COLLEGE USNA	DATE/LEVEL 95 BACH/1 PR	MAJOR MATH	LANG PROF	SUB-SP	COURSE: MILJUS LAYER DATE/WKS: 9506 09				
					COURSE: DATE/WKS:				
					COURSE: DATE/WKS:				
ACTIVE DUTY BASE DATE 910619	PREVIOUS MIL SERVICE:	YEAR	MONTHS	HIGHEST RATE/GRD	REMARKS				
		PERSONAL DECORATIONS							
		NAV ACHV 01							
SPECIAL QUALIFICATIONS									
1. SURF WAR 2. OOD FLEET		7. 8. 9. 10 11 12							

Member Number  
and Grade

3  
A

## Completing Your Review

ASSISTANT RECORDERS ONLY: If you are an Assistant Recorder (AR) doing mechanical review of a record, and the record is **complete**, check the Complete Data box by single clicking the empty box to the left of Complete Data.



**Do not press the large “X” button** in the upper right corner of the screen to exit a record. This will leave the record marked “in progress” and will not allow another Member or Assistant Recorder to open it.

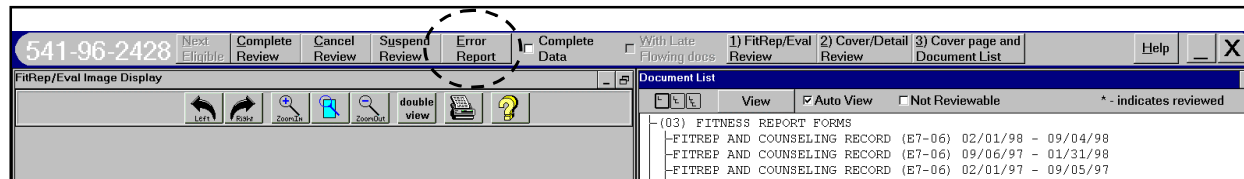
**Please use only one of the three exiting methods mentioned below:**

- ❑ **Complete:** Exits record and saves all annotations. The system will not let a Member Complete a review unless a grade has been entered. For boards using Score Sheets, the system will not allow Members to Complete a review unless the Score Sheet has been completed.
- ❑ **Suspend:** Suspends record, saves all annotations without requiring Member to enter a grade.
- ❑ **Cancel:** Exits record and clears all annotations made during that review session. **ANNOTATIONS CAN NOT BE RECOVERED.**

## The remaining information is specific to Assistant Recorders

### Error Notification

- Assistant Recorders use Error Notification to compile the list of missing or illegible documents, fitness reports, and photos. When you find a problem with the record, click on the Error Report Button. The Error Message Window will appear.



- The SSN will automatically be filled in.
- Choose the **Error Reason** from the pull down menu. If the error reason requires dates, enter the **From** and **To Dates** in a MM/DD/YYYY format.
- **Send To:** Fill this in according to the Recorder's Instructions. Generally, this will be the Eligible's designator.
- Select either Immediate or End of Board as the **Fix Priority**.
- **Description:** Type a brief description of the error noted. **Do not** use quotation marks (") in Error Descriptions. They will cause errors to occur.

### Error Message Window

A screenshot of the 'Add New Error Message' window. The window has a title bar with 'Add New Error Message' and a close button. The form contains the following fields:

- SSN:** 111-22-3333
- Error Reason:** Missing FITREP/EVAL (dropdown menu)
- From Date:** 12/07/1997
- To Date:** 12/09/1998
- Send To:** 1320
- Fix Priority:** Immediate (dropdown menu)
- Description:** Fitrep missing for above dates.

Below the description field is a red text box with the warning: 'Do Not use quotation marks (") in Error Descriptions. They will cause errors to occur.' At the bottom of the window are 'OK' and 'Cancel' buttons.

## Updating Records

**Update Data:** This function allows Assistant Recorders to add information to Cover/OSR/PSR page (additional awards, annotate fitreps on OSR, etc...)

- ❑ Click on the Update Data button.

[illegible]

- ❑ Click in the block of the Cover/OSR/PSR page (Grade, Station, Duty, etc.) to be updated and type in the block provided.
- ❑ Enter data in the white block on top. The yellow block below shows original entry.
- ❑ Text will not wrap. Each row contains top and bottom entry spaces (two rows per block).
- ❑ **Do not** use apostrophes (‘) when using Update Data. This will also cause an error to occur.
- ❑ Reporting Senior’s Group Averages will not be entered when updating fitness report data. This information is not available.

## OSR

3	NAVJUSTSC OL NEWPOR	STU	0794	01	MISIASZ EK P E	6	
3	COMLOGGRU 1	SJA	0894	06	TEDESCH I EF JR F	1	RG

When you click on a grade in the OSR, one long block opens as shown above. The spacing expands for data entry. All grades must be entered in this one block.

There is an easy way to ensure that your entered grades match the spacing of the form. First, find a row on the OSR that has grades entered. Left Click on that row, highlight, then Right Click and select Copy. Left Click in the row that you want to enter new data on, Right Click, and select Paste. Now, all you have to do is replace the old (copied) grades with the new ones.

## PSR

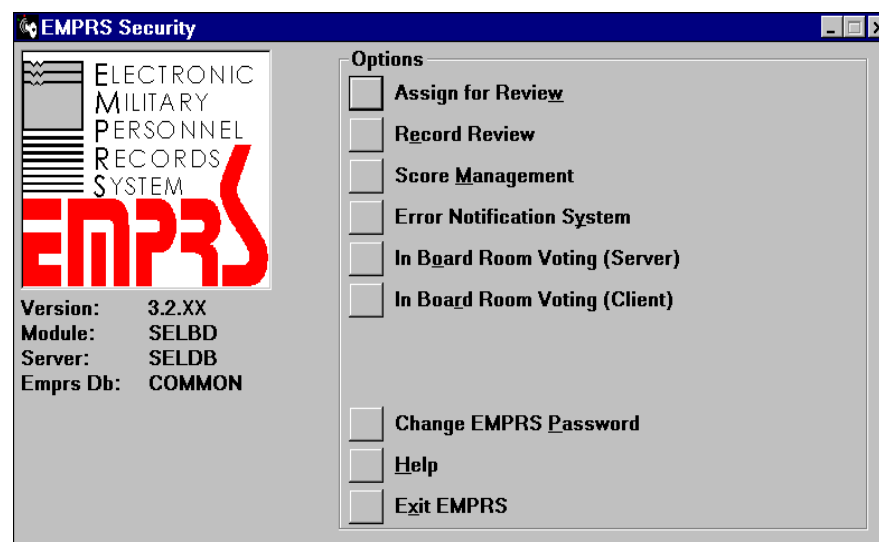
				OS	NAME	PG	TITLE	1	2	3	4	5	RPT	COM	SP	PK	P	MF	EF	TYPE
O1	NEVERSAIL	ASST LEG OFF	110195 053196	7	COLLIDE O S	06	CO	1 0	0	1	5	1	4.00 4.15	10 4.32	0	0	X 2	1	1	RG
O2	NEVERSAIL	ASST LEG OFF	060196 022897	9	COLLIDE O S	06	CO	0	0	0	5	2	4.29 4.29	55 4.26	0	0	0	X 1	1	RG

Blocks on the PSR must be accessed individually. The system will allow only as much data to be entered as will fit in that block.

## Assigning Records for Review

Assigning records for review is a function that Assistant Recorders are often required to perform. The Selection Board System Operator will sub-task records to your control. You will assign the records to Members according to the Board Sponsor/Recorder's directions. The following instructions will guide you through the process:

Single click the Assign for Review button.



Next select the subset. Do this by clicking on the down arrow and scrolling down to select the proper subset.



This screen is an example of what will appear after you select your subset.

First highlight the Member you want to assign Eligibles to by clicking on the Member's name in the "Assign To" box.

Next select the Eligibles from the "Available Eligibles" box to assign to that Member. You can select one at a time, specific Eligibles from the list, or all Eligibles.

**Assign for Review**

Assign X Assign Random Sub Task Assign Status Eligible Status Exit Help

Subset ID: TT

**Available Eligibles** 1 selected of 7 records

Non-Selects		Selects		Fails	
Reviews	Revw Comp since last	arec_reviews	ssn	name	
			012345684	DALTON JAMES LEWIS	
			012345685	GARRETT PATRICK FLOYD	
		1	012345675	HICOCK JAMES BUTLER	
			012345686	HARDIN JOHN WESLEY	
			012345689	HOLLIDAY JOHN HENRY	
			012345687	MASTERSON WILLIAM BARC	
			012345688	CLANTON JOSEPH ISAAC	

**Assign To** 3 records

Members		Groups		Asst' Recorders				
user_serial	login_id [1A]	ssn	full_name	rank	designator	race	sex	ethnic
2854	m101	999999999	BOARD MEMBER	ADM	110	R	F	
2856	m201	999999999	BOARD MEMBER	CAP1	110	N	M	
2858	m301	999999999	BOARD MEMBER	ADM	110	C	F	

**Assigned Eligibles** No records

Reviews	Revw Comp since last	arec_reviews [1A]	ssn	name	elig_serial	consec_nu	designator
---------	----------------------	-------------------	-----	------	-------------	-----------	------------

Double click one of the eligibles to see the assigned history



### Selecting and Assigning Single Eligible

To select one person at a time to be assigned, just click on the specific Eligible and then click the right arrow key.



**Assign for Review**

Assign X Assign Random Sub Task Assign Status Eligible Status Exit Help

Subset ID: BB

Available Eligibles 1 selected of 10 records

Non-Selects			Selects			Fails		
Reviews	Revw Comp since last	arec_reviews	ssn	nam	elig_serial	consec_nu	desi [1A]	
		1	0123	SHIR	1	0013	2500	
		1	0123	JAME	6	0053	2500	
		1	0123	BONI	11	0022	2500	
			0123	DOO	4	0064	2505	

### Selecting and Assigning a Series of Eligibles

To select a few Eligibles to be assigned, click on one of the Eligibles then hold the shift key down and scroll down to the last record needed then click on it. This will highlight the first record and all records down to the last record clicked on. Then click on the right arrow key.



**Assign for Review**

Assign X Assign Random Sub Task Assign Status Eligible Status Exit Help

Subset ID: BB

Available Eligibles 4 selected of 10 records

Non-Selects			Selects			Fails		
Reviews	Revw Comp since last	arec_reviews	ssn	nam	elig_serial	consec_nu	desi [1A]	
		1	0123	SHIR	1	0013	2500	
		1	0123	JAME	6	0053	2500	
		1	0123	BONI	11	0022	2500	
			0123	DOO	4	0064	2505	
			0123	HAR	7	0084	2505	
		1	0123	DAL	12	0086	2505	

### Selecting a Specific Eligible or Group of Eligibles

To select a specific Eligible or group of Eligibles, hold down the Control key on the keyboard then highlight the Eligible/Eligibles that are to be assigned to the Member. Then click on the right arrow key.



**Assign for Review**

Assign X Assign Random Sub Task Assign Status Eligible Status Exit Help

Subset ID: BB

Available Eligibles 1 selected of 10 records

Non-Selects			Selects			Fails		
Reviews	Revw Comp since last	arec_reviews	ssn	nam	elig_serial	consec_nu	desi [1A]	
			0123	SHIR	1	0013	2500	
			0123	JAME	6	0053	2500	
			0123	BONI	11	0022	2500	
			0123	DOO	4	0064	2505	
			0123	HAR	7	0084	2505	
			0123	DAL	12	0086	2505	

**Assigning Multiple Reviews** If you want to assign an Eligible to more than one Member, repeat the assignment process for each record requiring multiple reviews.

**Eligible History** If you want to see who has been assigned to review an Eligible's record, double click Eligible's highlighted area in the Available Eligibles window.

Reviews	Revw Comp since last	arec_reviews	ssn	name	elig_serial	consec_nu	desi [1A]
1		0123	SHIR	1	0013	2500	
1		0123	JAME	6	0053	2500	
1		0123	BONI	11	0022	2500	
0123		DOO	4	0064	2505		

Review Seq	Review Type	Group ID	Review Status	Reviewer	Tank ID	Tank
1	P		A	BOARD RECORDER		

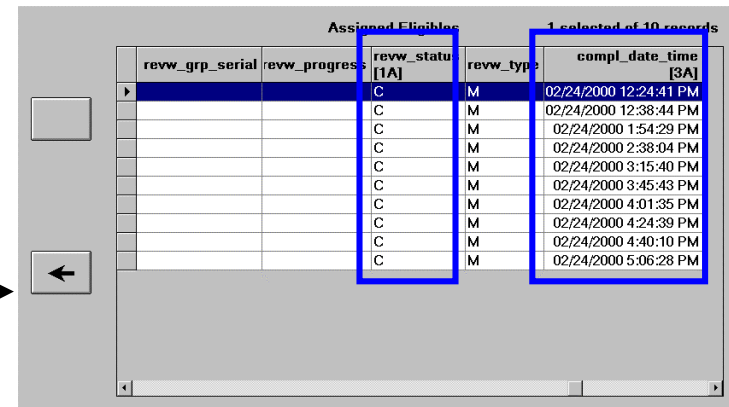
P - Assign to Recorder/Assistant Recorders for Pre-board  
M - Assign to Member Review  
G - Assign to Group Review

To exit the Eligible Assigned History screen, click on the X at the top right hand corner.

**De-Assigning Records** *Changing record assignments is the one process that most often leads to lost information during a Selection Board. If a record is de-assigned from a Member, all annotations that the Member made on that record will be permanently lost with no means of retrieving them. If you are not completely comfortable with this procedure, contact a Selection Board System Operator for assistance.*

The process for de-assigning records from Members is exactly the opposite of the process for Assigning Records.

1. Select the Member who currently has the record assigned.
2. Select the Eligible to be de-assigned.
3. Verify that the Eligible has not been reviewed by checking the revw\_status column in the Assigned Eligibles window. **Do not** de-assign a record if the review status is not “A” or if there is data in the compl\_date\_time field. Those are two indications that the record has been reviewed by the Member. The annotations that the Member made will be lost if the record is de-assigned.
4. Click on the left arrow button.

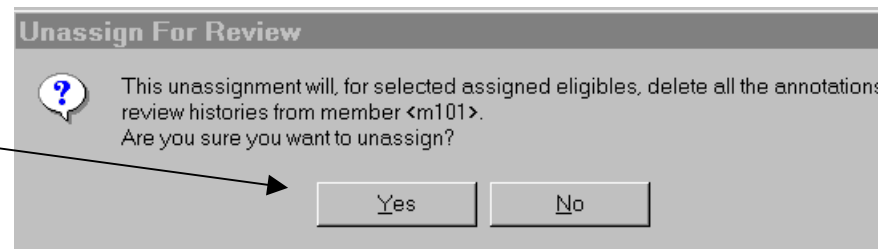


Assigned Eligibles 1 selected of 10 records

revw_grp_serial	revw_progress	revw_status [1A]	revw_type	compl_date_time [3A]
		C	M	02/24/2000 12:24:41 PM
		C	M	02/24/2000 12:38:44 PM
		C	M	02/24/2000 1:54:29 PM
		C	M	02/24/2000 2:38:04 PM
		C	M	02/24/2000 3:15:40 PM
		C	M	02/24/2000 3:45:43 PM
		C	M	02/24/2000 4:01:35 PM
		C	M	02/24/2000 4:24:39 PM
		C	M	02/24/2000 4:40:10 PM
		C	M	02/24/2000 5:06:28 PM

5. The Unassign for Review warning window will appear.  
**DO NOT IGNORE THIS WARNING!**

6. If you still want to de-assign the record, click the Yes button.



Once you finish assigning or de-assigning records, click on the exit button on the Assign to Review screen to return to the Welcome Screen



## Administrative Support Personnel

- **Sponsor:** Organization representative responsible for the program for which eligible candidates are being selected. The board sponsor is ultimately responsible to CNP, CNO or SECNAV for the proper overall conduct of the board. The Board Sponsor ensures the board complies with all laws, regulations and instructions; and that the board meets the needs of the program serviced. The Sponsor also assists Members by responding to questions concerning the program for which the board is convened.
- **Board Recorder/Technical Advisor:** Individual responsible to the President of the Board for the day-to-day conduct of the board, ensuring all processes meet requirements or guidance provided by CNP, CNO, SECNAV or other authority. Familiar with the use of EMPRS and provides assistance limited to the functional operation of the board. Ensures the President of the Board receives the best support possible, given policy and system constraints. Ensures boards are conducted per approved standardized procedures.
- **Assistant Recorder:** Individual responsible to the Board Recorder/Technical Advisor to conduct quality control check of record information, assist Members by responding to inquiries regarding the program for which eligible candidates are being selected, and research and answer questions regarding record information. Assists Recorder/Technical Advisor with the day-to-day conduct of the board.
- **Selection Board System Operator:** Individual responsible to the Recorder or Technical Advisor for the performance of necessary computer operations to move a record through the process of record review, voting, re-review (if necessary) and final scoring. Provides support required for the initial setup of the board and completion of final reports.

## Appendix A: EMPRS Codes

Column Header	Entry	Entry Meaning
REVIEW_STATUS	A	Available
	C	Complete
	I	In Progress
	S	Suspended
COMPLETE_FLAG	Y	Yes (controlled by AR's)
	N	No
RACE	C	Caucasian
	M	Asian/Mongoloid
	N	Negroid
	R	Native American
	X	Other
ETHNIC	D	Indian
	E	Melanesian
	G	Chinese
	J	Japanese
	K	Korean
	L	Polynesian
	Q	Other Pacific Island Descent
	S	Latin American (Hispanic)
	V	Vietnam
	W	Micronesian
	X	Other
	Y	None
	Z	Unknown
	1	Other Hispanic
	2	US/Canadian Indian
	3	Other Asian
	4	Puerto Rican
	5	Filipino
	6	Mexican
	7	Eskimo
	8	Aleut
	9	Cuban

Column Header	Entry	Entry Meaning
MINORITY	A	Asian
	C	Caucasian
	F	Filipino
	I	Native American
	N	African American
	S	Hispanic
ZONE	Z	Unknown
	1	Above Zone if AZNPC is blank
	2	In Zone
	3	Below Zone
AZNPC	*	Above Zone Not Previously Considered. This is used when an Eligible is being considered by the board for the first time even though the Eligible's Year Group may have already been considered in a previous year.

## Appendix B: Table Of Officer Designators

The officer designator codes are four digit numbers used to group numbers by categories for personnel accounting and administrative purposes and to identify the status of officers. These codes identify, through the first three digits, the categories in which officers are appointed and/or designated and, through the fourth digit, the status of the officers within the various categories. A listing by the three digits of the officer designator codes and their description is published here.

### **UNRESTRICTED LINE**

- 110X General unrestricted line officer
- 111X Line officer qualified in Surface Warfare
- 112X Line officer qualified in Submarine Warfare
- 113X Line officer qualified in Special Warfare
- 114X Line officer qualified in Special Operations
- 116X Line officer in training for Surface Warfare qualification
- 117X Line officer in training for Submarine Warfare qualification
- 118X Line officer in training for Special Warfare qualification
- 119X Line officer in training for Special Operations qualification
- 120X General unrestricted line officer who is Acquisition Professional designated
- 121X Line officer who is Acquisition Professional designated and qualified in Surface Warfare
- 122X Line officer who is Acquisition Professional designated and qualified in Submarine Warfare
- 123X Line officer who is Acquisition Professional designated and qualified for duty involving flying as a pilot
- 124X Line officer who is Acquisition Professional designated and qualified for duty involving flying as a Naval Flight Officer
- 125X Line officer who is Acquisition Professional designated and a member of the aeronautical community whose rating as a pilot or Naval Flight Officer has been terminated
- 126X Line officer who is Acquisition Professional designated and qualified in Special Warfare
- 127X Line officer who is Acquisition Professional designated and qualified in Special Operations
- 130X Line officer in the aviation community whose rating as a pilot or Naval Flight Officer has been terminated
- 131X Line officer qualified for duty involving flying as a pilot
- 132X Line officer qualified for duty involving flying as a Naval Flight Officer
- 137X Line officer in training for duty involving flying as a Naval Flight Officer
- 139X Line officer in training for duty involving flying as a pilot

## **RESTRICTED LINE**

144X Engineering Duty officer qualified as a Ship Engineering specialist  
146X Engineering Duty officer in prescribed program for designator 144X  
150X Aerospace Engineering Duty officer  
151X Aerospace Engineering Duty officer (Engineering)  
152X Aerospace Engineering Duty officer (Maintenance)  
154X Aviation Duty Officer  
161X Special Duty Officer (Cryptology)  
162X Special Duty Officer (Merchant Marine, Deck)\*\*  
163X Special Duty Officer (Intelligence)  
165X Special Duty Officer (Public Affairs)  
166X Special Duty Officer (Merchant Marine, Deck and Engineering) \*\*  
167X Special Duty Officer (Merchant Marine, Engineering) \*\*  
169X Special Duty Officer (Merchant Marine, Communications) \*\*  
180X Special Duty Officer (Oceanography)

## **UNRESTRICTED LINE-PROSPECTIVE STAFF CORPS**

190X Line officer under instruction as a prospective Nurse Corps officer  
191X Line officer under instruction as a prospective Medical Corps officer (Senior Medical Student)  
192X Line officer under instruction as a prospective Dental Corps officer  
193X Line officer under instruction as a prospective Medical Service Corps officer (Optometry)  
194X Line officer under instruction as a prospective Chaplain Corps officer\*\*  
195X Line officer under instruction as a prospective Judge Advocate General Corps officer\*\*  
196X Line officer under instruction as a prospective Medical Corps officer (Medical/Osteopathic Scholarship Program)  
197X Line officer under instruction in the Armed Forces Health Professional Scholarship Program (Medical/Osteopathic)  
198X Line officer under instruction in the Armed Forces Health Professional Scholarship Program (Dental)  
199X Line officer under instruction in the Armed Forces Health Professional Scholarship Program (Medical Service Corps)

## **STAFF CORPS**

210X Medical Corps officer  
220X Dental Corps officer  
230X Medical Service Corps officer  
250X Judge Advocate General Corps officer  
290X Nurse Corps officer

310X Supply Corps officer  
316X Supply Corps officer in training for qualification  
410X Chaplain Corps officer  
510X Civil Engineer Corps officer

## **LIMITED DUTY OFFICER**

611X Deck-Surface  
612X Operations-Surface  
613X Engineering/Repair-Surface  
616X Ordnance-Surface  
618X Electronics-Surface  
619X Communications-Surface  
621X Deck-Submarine  
623X Engineering/Repair-Submarine  
626X Ordnance-Submarine  
628X Electronics- Submarine  
629X Communications-Submarine  
630X Naval Aviator  
631X Aviation Deck  
632X Aviation Operations  
633X Aviation Maintenance  
636X Aviation Ordnance  
638X Avionics  
639X Air Traffic Control  
640X Nuclear Power  
641X Administration  
642X Data Processing  
643X Bandmaster

644X Cryptology  
645X Intelligence  
646X Meteorology/Oceanography  
647X Photography  
648X Explosive Ordnance Disposal  
649X Security  
651X Supply  
653X Civil Engineer Corps  
655X Law



## WARRANT OFFICER

711X	Boatswain (Surface)	736X	Aviation Ordnance Technician
712X	Operations Technician (Surface)	738X	Aviation Electronics Technician
713X	Engineering Technician (Surface)	739X	Air Traffic Control Technician
714X	Repair Technician (Surface)	740X	Nuclear Power Technician
715X	Special Warfare Technician	741X	Ship's Clerk
716X	Ordnance Technician (Surface)	742X	Data Processing Technician
718X	Electronics Technician (Surface)	743X	Bandmaster
719X	Communications Technician (Surface)	744X	Cryptologic Technician
720X	Diving Officer	745X	Intelligence Technician
721X	Boatswain (Submarine)	746X	Aerographer
723X	Engineering Technician (Submarine)	747X	Photographer
724X	Repair Technician (Submarine)	748X	Explosive Ordnance Disposal Technician
726X	Ordnance Technician (Submarine)	749X	Security Technician
728X	Electronics Technician (Submarine)	751X	Supply Corps Warrant (SC)
729X	Communications Technician (Submarine)	752X	Food Service Warrant (SC)
731X	Aviation Boatswain	753X	Civil Engineering Warrant (SC)
732X	Aviation Operations Technician	754X	Physician's Assistant
734X	Aviation Maintenance Technician	756X	Technical Nurse

## **OFFICER DESIGNATOR FOURTH DIGIT CODE DEFINITIONS**

- 0 An officer of the regular Navy whose permanent grade is Ensign or above.
- 1 An officer of the regular Navy whose permanent status is Warrant Officer.
- 2 A temporary officer of the regular Navy whose permanent status is enlisted.
- 3 An officer of the regular Navy who is on the retired list.
- 4 A Restricted Line or Staff Corps officer of the regular Navy who is Acquisition Professional (AP) designated.
- 5 An officer of the Naval Reserve (exceptions: Note 4<sup>th</sup> digit 6, 7 and 8).
- 6 A Restricted Line or Staff Corps officer of the Naval Reserve who is AP designated.
- 7 An officer of the Naval Reserve on active duty in the TAR program (Training and Administration of Reserves). Includes officers of the TAR program rotated to other than TAR billets.
- 8 An officer of the Naval Reserve who was appointed in the Naval Reserve Integration Program from enlisted status or whose permanent status is warrant officer or enlisted.
- 9 An officer of the Naval Reserve who is on the retired list.

\*\*

## Appendix C: Competitive Category Codes

<b>Comp Code</b>	<b>Community</b>	<b>Designators</b>
A	Engineering Duty Officer	14XX
B	Aviation Engineering Duty Officer	151X
C	Aviation Maintenance Duty Officer	152X
c	Aviation Maintenance Duty Officer (TAR)	1527
E	Cryptology	161X
F	Intelligence	163X
G	Intelligence (TAR)	1637
H	Public Affairs	165X
I	Oceanography	180X
J	Limited Duty Officer (Line)	6XXX
j	Limited Duty Officer (Staff)	65XX
K	Merchant Marine	1625, 1665, 1675, 1695
L	Unrestricted Line	11XX, 13XX
M	Medical Corps	210X
N	Dental Corps	220X
O	Medical Service Corps	230X
P	Judge Advocate General Corps	250X
Q	Nurse Corps	290X
R	Supply Corps	310X
S	Chaplain Corps	410X
T	Civil Engineer Corps	510X
U	Unrestricted Line (TAR)	11X7, 13X7
V	Supply Corps (TAR)	3107

## Appendix D: Interpreting the PSR

PERFORMANCE SUMMARY REPORT																				
NAME (LAST, FIRST MIDDLE) JONES, JOHN P.					DESIG/RATE 1110			SSN 123-45-6789				PAGE 3 OF 3								
PG	STATION	DUTY	DATES	MOS	REPORTING SENIOR			TRAITS					AVERAGE		PROMOTION REC					RPT TYPE
					NAME	PG	TITLE	1	2	3	4	5	IND SUM	R/S CUM	SP	PR	P	ME	EP	
O3	CDS 66	OPS	051595 013196	08	JAMES D L	O6	COM				3	4	4.57 4.80	12 4.82	0	0	5	X 3	2	RG
O4	CDS 66	OPS	020196 103196	08	JAMES D L	O6	COM			3	3	1	3.71 4.00	10 4.00	0	0	5	X 3	2	RG
O4	CDS 66	OPS	110196 011098	14	JAMES D L	O6	COM			1	4	5	4.00 3.65	15 3.38	0	0	2	X 2	1	SUP
O4	SWOS NEWPORT	OPS	011198 103198	09	PATRICK B B	O6	CO			1	3	2	4.17 4.25	5 4.25	0	0	2	X 2	1	RG

## Appendix E: Interpreting the OSR

Member's paygrade

Member's duty station

Member's primary duty

Raised tick marked number indicates his average mark.

Number of A's in Performance

Number of B's in Performance

Number of A's in Desirability

Number of B's in Desirability

Recommendation for advanced promotion not permitted

NAME: SURFACE WARRIOR  
DESIG: 1110  
234-56-7890  
PAGE 1 OF 3

GRADE	STATION	DUTY	RPT DATE	#M OS	REPORTING SENIOR	SPECIF PERF	COMPARISON	DESIRABILITY	PROMOT E	PN	TRAITS	REMARK
1	SWOSCOLCO M DET COR		0677	05	CHILLIN U R	5						RG
1	LST 9999, USS GATO	DCA	1177	07	CREATIN E T	5	1 2 3	-3	2		N X	1 1 RG
1	LST 9999, USS GATO	DCA	0778	08	CREATIN E T	5	3	-2	5		N X	1 SUPP
2	LST 9999, USS GATO	DCA	0279	05	GOODING P S	5	3	-4			N X	2 RG
2	LST 9999, USS GATO	OPSOFF	0779	12	GOODING P S	5	2	-4	1	1	/4	1 RG
3	LST 9999, USS GATO	OPSOFF	0880	06	GOODING P S	5	1	-5			/1	RG
3	LST 9999, USS GATO		0181	01	WILLING T O	5						RG

Start date of report

Length of report rounded to nearest whole month

Reporting senior and his paygrade

Number of officers in that paygrade who were in the upper 5%

Number of officers in that paygrade who were in the upper 1%

Recommended for advanced promotion

Number of A's in Personal Traits

Number of B's in Personal Traits

Type of report

## Appendix F: Interpreting the ESR

Member grades: Two 4.0's, nine 3.8's, 3.8 overall as indicated by the tick marks

Occasion for report      Type of report      Advancement recommendation

Member's paygrade and duty status

AS OF DATE: 01/19/00      ENLISTMENT REPORT FORM SUMMARY RECORD \*\*111-11-1111 \*\*\*  
PAGE 1 OF 2      FOR OFFICIAL USE ONLY

NAME: FLEET SAILOR      CURR. RATING: ETC      EFFECT. DATE: 04/16/98      SSN: 11-11-1111

RATING	FRM DATE	SHIP OR STATION	TYPE	GRADE	TOTALS (OVERALL EVAL SHOWN WITH TIC)	ADV PHYS
BRANCH	TO DATE	REPORTING SENIOR	ASION	RANKING	COMPARISON GROUP	REC READ
STATUS	MONTHS	GRADE	TITLE			
ET2	850608	NAS SOMEWHERE	REGULAR	2 - 9 -	1	REC 18.0
USN	860331	REPORTING SENIOR	PER	11 43 7 0 1 0 0 0 0 0 0 -		
ACTIV	10	CDR DEPT HD				
ET2	860401	NAS SOMEWHERE	REGULAR	-11-	1	REC PASS
USN	870331	REPORTING SENIOR	PER	0 OF 16 44 4 1 0 0 0 0 0 0 0 -		
ACTIV	12	CDR DEPT HD				
ET2	870401	NAS SOMEWHERE	REGULAR	-11-	1	REC PASS
USN	871023	REPORTING SENIOR	TRN	0 OF 1 0 0 0 0 0 0 0 0 0 0 -		
ACTIV	7	CDR DEPT HD				
ET2	871024	NAS SOMEWHERE	REGULAR	-		PASS
USN	880205	REPORTING SENIOR	TRN			
ACTIV	3	CDR OIC				
ET2	880206	NAS SOMEWHERE	REGULAR	7 - 1	1	REC P/21
USN	890331	REPORTING SENIOR	PER	2 7 0 0 0 0 0 0 0 0 0 -		
ACTIV	14	CDR CSO				

Inclusive dates for report

Length of report rounded to nearest whole month

Reporting senior's rank and title

Duty station

Ranking: Must be ranked if in the upper 50% of 4.0's

Physical readiness score

Comparison group grades

## List of Effective Pages

<b>Page</b>	<b>Revision</b>
Cover	Original
i - ii	Revision 1
iii	Original
iv	Revision 1
1 – 3	Original
4	Revision 1
5 - 9	Original
10	Revision 1
11	Original
12 - 13	Revision 1
14 – 15	Original
16	Revision 1
17	Original
18 – 22	Revision 1
23	Original
A-1	Revision 1
B-1 – B-5	Revision 1
C-1	Revision 1
D-1	Revision 1
E-1	Revision 1
F-1	Revision 1
LOEP-1	Revision 1